

Instructions for authors and editors

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Before submitting a manuscript for consideration by Tampere University Press (TUP), please read our instructions for authors as well as information about our publishing process.

Please consider the following points while working on your manuscript:

- You should finalise and refine your manuscript prior to its submission to TUP. (Chapter 1)
- Editors are responsible for the coherence of an edited volume. (Chapter 1)
- Carefully read our instructions for authors and follow the instructions while refining your manuscript. By making sure that the manuscript you submit to TUP is a polished piece of writing and already contains all the necessary elements, you can save time further down the line and ensure that the publishing process runs smoothly. (Chapter 2)
- TUP publishes its books online under a Creative Commons (CC) license. Before submitting a manuscript, consider which CC license to choose for your publication. Make sure you have permission to use possible third-party content in your manuscript well in advance before submission. (Chapter 3)
- The process from manuscript to publication takes about one year on average. All manuscripts that pass our initial screening go through peer-review. We will only move forward with manuscripts that pass peer-review. Please make sure you are familiar with our peer-review policy as well as our other practices and procedures that have a bearing on the publishing process. (Chapter 4)
- After a manuscript has been approved for publication, we will agree on the schedule for finalising the manuscript. As the author, you are responsible for carefully proofreading and editing your manuscript. At this stage, you must also make sure that all the images, figures and tables included in the manuscript are available to the layout designer in TUP's preferred file formats. (Chapter 5)
- For publication and marketing purposes, authors must provide a brief abstract of their book in Finnish and in English as well as a draft version of a news release. (Chapter 6)

1. Before submission

The manuscript you submit to TUP must be as polished as you can make it. By carefully planning your writing and finalising your manuscript prior to submission, you can save time further down the line and help to convince referees of the merits of your work. You should not wait until your manuscript has been accepted for publication before polishing your work. The version of the manuscript you submit to TUP must be a stylistically consistent and coherent piece of writing. You should also set aside time for proofreading and editing your text before submission. Follow TUP's instructions for authors when editing your manuscript (see section 2 in this document).

Editors' role in creating an edited volume

Editors have an important role in coordinating and finalising an edited volume. The editing process often takes a great deal of time. An edited volume must form a coherent whole, but the individual articles or chapters must also be able to stand alone. The purpose of a book is to delve deeply into a topic from multiple perspectives retaining coherence and consistency, but readers will often download and read only some of the articles online. This means that each article must be a stand-alone piece of writing that is understandable even when read on its own.

When referees assess edited volumes, their criticism typically focuses on a lack of consistency in terms of structure, themes and references. Editors should take steps to ensure consistency in advance, for example, by selecting the referencing style that authors must use. Editors can also improve consistency by informing authors of the recommended length of articles, whether articles should start with an introduction or an abstract and be written in an active voice or a passive voice, whether authors are allowed to use stock photos or quotations, how they should formulate titles and headings, and so on.

Editors:

- define the objectives and target audience of an edited volume;
- are responsible for the correctness and lawfulness of content (such as obtaining permission to use third-party content);
- maintain the thematic and structural consistency of the volume and make sure the articles form a coherent whole;
- write the introduction and possibly a conclusion;
- advise authors on the schedule and progress of the publishing process and provide them with technical writing instructions;
- check that authors have adhered to the technical writing instructions (such as the selected referencing style);
- serve as a liaison between authors and the publisher.

Recommendation concerning research data

TUP has created its own data management policy to promote the use of good practices in the management of research data. We recommend drawing up a data management plan (DMP), keeping it up to date throughout the project, and delivering the latest version to the publisher alongside the manuscript sent for peer-review. The reliability of peer-review can be improved by allowing referees to assess the data sets associated with the manuscript.

Publications should include a link to appropriately stored research data if at least the related metadata records are publicly available. [Our policy is available on Trepo](#).

Ethical review

To comply with the principles of good scientific practice, researchers working in Finland must adhere to the ethical standards for research involving human participants and, if necessary, request a statement from an ethics committee before commencing research. Authors and editors who submit manuscripts to TUP have a duty to ensure that an ethical review is appropriately carried out, if necessary, before starting the research project associated with their manuscript.

2. Instructions for editing a manuscript

Structure

It is customary for scholarly books to follow a standard structure. Besides chapters that describe the actual subject matter, they should generally include the following sections:

- a table of contents;
- an introduction and possibly a conclusion (introducing the topic, formulating the research question, describing the contribution to the existing body of knowledge, and so on);
- a consistent list of references;
- a list of authors (including their institutional affiliations and ORCID identifiers);
- an index or directory, when needed.

Language

Use clear and straightforward language to accurately convey your meaning.

- Avoid long and convoluted sentences.
- Avoid needless complexity and obscure words. Avoid using foreign terms if an English-language term is available.
- Pay attention to the length and consistent structure of your paragraphs. Make sure your sentences flow smoothly from one to the next to improve readability. Excessively long paragraphs reduce readability.
- You can use either the active voice or the passive voice as long as you use the selected style consistently throughout the book. This is especially important when working on an edited volume.

Technical writing instructions

Consistency: Use terms consistently throughout your manuscript.

Title: The title of the work should be short and memorable. The subtitle can be longer and more descriptive. If your publication is based on a research project or conference, choose a title that differs from the name of the project or conference. The title should be

sufficiently unique to prevent your publication from being confused with other, previously published works.

Headings: Use descriptive and concise headings. A heading can consist of no more than two sections. Make sure your headings are not too lengthy. As the articles or chapters of an edited volume are also saved in separate files, it is not enough to only type “Introduction” or “Conclusions” as the heading – add a descriptive subheading.

Headings are written in lowercase and should not include a colon, a dash or a full stop at the end. In your manuscript, number the Level 1 headings of the chapters/articles as well as the Level 2 and Level 3 headings (1.1., 1.1.2 etc.) to facilitate the layout design process. Only the number of the Level 1 heading will remain in the final publication, and all the other numbers will be removed.

Dash: Check the use of hyphens and dashes. To type a dash, press Alt+0150 or CTRL+minus in the numeric keypad. A dash is longer than a hyphen and used to indicate a pause or a range, such as the years 1990–2000 or 12–23 (page numbers for an article in a list of references).

Footnotes: The numbering of footnotes begins with 1 in each chapter. When you create footnotes, use the footnote function of your word processing software that automatically numbers your footnotes.

Hyphenation Do not enable the automatic hyphenation option in your manuscript file.

Abbreviations: Write words in full instead of using abbreviations (such as e.g., etc., cf.). Only use abbreviations in references placed in parenthesis, if necessary.

Images, figures and tables: If you are not the copyright owner of the images, figures and tables included in your publication, you must include full details of the copyright owner and the license in the immediate vicinity of each image, figure or table. Consider the size of figures and tables to ensure that both the text and numbers remain readable. Consider splitting a large table or chart into smaller segments.

Quotations: Indent long quotations of more than 40 words or two sentences.

Citations and references

We recommend authors and editors to use reference management software to reduce the workload of everyone who is involved in the later editing of the manuscript. Agree on the referencing format with all the authors in advance and use reference management software to create and manage references.

- Check that one style of citation and referencing is consistently used throughout the manuscript. **You can use an established discipline-specific style as long as you follow it consistently.** All the articles included in an edited volume must consistently follow the same style.
- Check that each source that is cited in the publication appears in your reference list. Check that your reference list does not include any works that are not cited in the publication.

- To avoid self-plagiarism, cite your own previous work as meticulously as you would cite the work of other researchers.

Entries in the reference list

Reference list entries include four elements that answer the following questions: who (author, writer, oral source), when (date of publication), what (title, type of publication) and where (place of publication, publisher, URL address). If there is no author, the title comes first.

Online sources are cited similarly to print content. The reference list entry must include the author, title, year of publication and the URL address. Many online sources have a Digital Object Identifier (DOI) or a Uniform Resource Name (URN), which forms a permanent address to an electronic document. A hyperlink leads readers directly to the content, so present DOIs and URLs as hyperlinks: <https://doi.org/xxxxx> or <https://urn.fi/URN:ISBN:xxxxxx>. Instead of copying the URL address from your browser, use the permanent link in your reference list entry.

For detailed instructions, see for example:

APA Style and Grammar Guidelines <https://apastyle.apa.org/style-grammar-guidelines>

Chicago-Style Citation https://www.chicagomanualofstyle.org/tools_citationguide.html

MLA 8 Citation Guide on Mendeley <https://www.mendeley.com/guides/mla-citation-guide/>

3. Creative Commons licenses and third-party content

Licenses

The Open Access books of Tampere University Press are published under a Creative Commons (CC) 4.0 license. Our authors select a license from the CC 4.0 suite to share their work with the public and allow others to reuse their work subject to the terms of that license. The CC license requires that others who use your work in any way must give you credit the way you request. Read more [about CC licenses](#).

Citations and copyrighted images

Citing the works of others in research publications is allowed to the extent necessary based on the *right of quotation*. The original authors must always be given credit for their work.

You must make sure you do not infringe on someone else's copyright by including citations, images or translations created by others in your manuscript. If you include long direct quotations or, for example, copyrighted images in your manuscript, you must obtain permission from the copyright holder to publish them **both** in the printed book **and** the open access book (published under a CC license). You are also responsible for paying any fees set by the copyright holder.

When citing a work of fiction, you must use the official translated version of the book as the source. If there is no official translation available, you must include a notice that you translated the passage yourself.

Manuscripts containing previously published sections

As a rule, TUP only publishes original works that have not been previously published. If the work overlaps with a previous publication, it must have a significant amount of new text, a different viewpoint, or other major differences in order to be considered a new standalone publication.

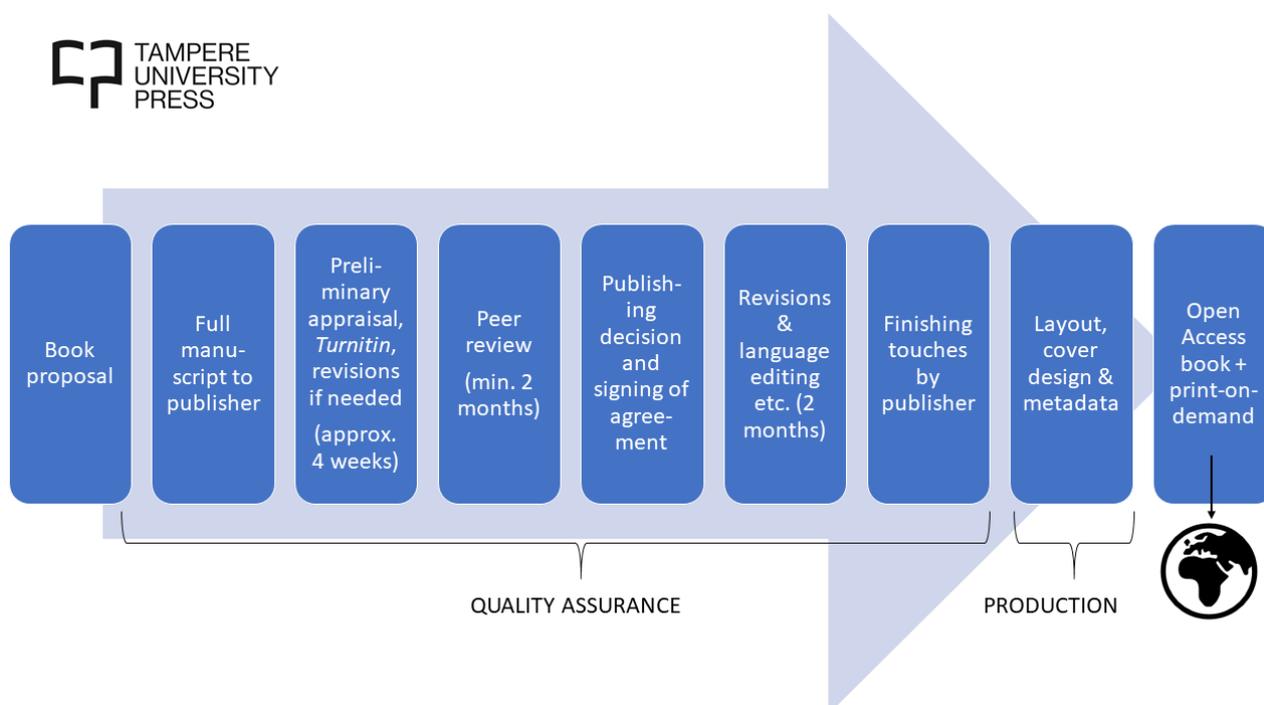
Translated works and works that have already been published may only be approved for a specific reason. This is also provided that the author holds the copyright, or that it is possible to obtain permission for making the publication openly accessible under a CC license.

If parts of your manuscript have been previously published, it is important to say so when you first contact the publisher. TUP may require the removal of such parts. We use *Turnitin* to check the originality of the text. The anti-plagiarism check is performed before the manuscript is submitted for peer-review.

4. The publishing process

Duration of the publishing process

When publishing with TUP, the process from manuscript to publication takes about one year on average.



Submitting a manuscript to Tampere University Press

When your manuscript is being finalised or is ready to be published, carefully fill out the [proposal submission form](#), which is available on the TUP website. Please be aware that by sending the form, you grant Tampere University Press an exclusive right to publish your

manuscript while your submission is being considered. This means you cannot offer your manuscript to other publishers before we have made the decision to accept or reject your manuscript. Considering your submission will generally take 3–4 months. It may take longer, for example, if your manuscript goes through a second round of peer-review.

Manuscripts must be submitted as a single Word file that also includes author details. Unless otherwise agreed, the version submitted for peer-review will be anonymised. Please deliver an anonymised copy of your manuscript if you are asked to do so.

Peer-review and the publishing decision

All manuscripts submitted to TUP go through peer-review before they can be accepted for publication. Before the actual peer-review process, our Editorial Board will assess the suitability of the manuscript, request revisions if necessary, and decide whether the manuscript passes the preliminary screening.

Unfinished manuscripts will not be sent for peer review. A manuscript sent for peer-review must be a polished piece of writing and include all the intended sections, although it can still be edited and revised (and most likely needs to be) after the referees have provided their comments.

TUP conducts the peer-review process in accordance with the [requirements of the Federation of Finnish Learned Societies](#). Each manuscript is reviewed by at least two independent experts. The peer-review can be either double-blind or open, depending on what is agreed between the parties.

Referees must be free from any conflicts of interest. A person who is a family member, supervisor, employee or instructor of any of the authors or who has co-authored publications with any of the authors in the past three years has a conflict of interest and is therefore disqualified from undertaking the peer-review. The authors may suggest potential referees.

The actual publishing decision will be made after the peer-review. A manuscript can be published if:

- the manuscript passes peer-review;
- the authors are prepared to make the revisions suggested by the Editorial Board and referees;
- the manuscript fits into TUP's current publishing programme.

As a rule, manuscripts are conditionally accepted because some revisions will generally be required before they are ready to be published. Authors must address the issues raised by peer reviewers and indicate the changes made to the text upon submission of a revised manuscript.

After accepting a manuscript, TUP will sign a publishing contract with the author to agree on the terms and the schedule of publication. If the work is an edited volume, this contract is signed with the editor/editors, and the authors sign a consent form where they grant permission to publish their articles in the edited volume without restricting the later use of their article in other contexts.

No Book Processing Charge

There is no Book Processing Charge when publishing with Tampere University Press. This applies to books published in 2022 or later.

Book cover design

A professional graphic artist designs the covers of the books we publish. Authors and editors can make suggestions in advance, but please be aware that it may not be possible to take them all into account. There will be one round of revisions where the authors and editors can suggest changes to the book cover. However, this does not mean that the cover can be completely redesigned.

Online books, printed books and book sales

TUP is an Open Access publisher and therefore we prioritize the electronic form. Our online publishing platforms currently include the institutional repository Trepo and the OAPEN Library and DOAB databases. We also make printed books available as print-on-demand, which means that items are printed to order rather than pre-printing and storing them until they are sold. We have signed a contract with *Books on Demand (BoD)*. Print-on-demand items appear in the catalogues of vendors and bookstores, and can be ordered by authors, libraries, and private customers from most Finnish and some international online bookstores.

ORCID identifier

The authors' [ORCID identifiers](#) are displayed in our books. If the identifiers are not included in the manuscript file, we will add them before the layout design stage. If you do not yet have an ORCID identifier, you can create one before the book is published. ORCID identifiers are recommended as they uniquely identify researchers and facilitate the transfer of publication records between systems.

Self-archiving

All new Tampere University Press publications are available in Open Access immediately and permanently. In addition to this, both the authors' home organisations and research funders often require self-archiving of publications, for example to ensure long-term preservation.

TUP will separately save the articles included in edited volumes in [Trepo, the institutional repository of Tampere University](#), right after the volume has been published. Articles stored in Trepo can be downloaded and shared subject to the terms of the selected CC license. This means that the final PDF version of an article can be stored, for example, in the repository of the author's home institution, as long as the original source is credited and the permanent link to the article (<http://urn.fi/URN:ISBN:...>) is included.

We recommend copying the information displayed in Trepo to ensure that a complete reference is provided for the original source. We also recommend that you use the publisher's final version rather than any of the manuscript versions. Self-archiving should take place after the publication of the work.

5. Finalising an accepted manuscript

After revising your manuscript in accordance with the referees' comments, you need to resubmit your final manuscript before the deadline you agreed with TUP. Authors/editors are responsible for having their texts proofread. After resubmission, we will go over the author report that outlines the changes made to the original manuscript and give the manuscript a final once-over. If the manuscript still needs work, we will return it to the authors.

After the manuscript has been sent to the layout designer, the content can no longer be changed, so it is important to carefully proofread the final version of the manuscript.

Tips for polishing your text

- Check that the headings match the table of contents.
- Turn spell check on in your word processing software but remember that it cannot find every error. Read the text or ask someone else to do it one more time!
- Only use the default formatting styles and fonts in Word. Do not adjust the styles manually. Use the same formats and styles consistently throughout the manuscript.
- Make sure you saved the final version of each chapter!
- Check the numbering of images, figures and tables. Check that the images, figures and tables are in their correct positions in the manuscript. You must also save them in separate files which you send to the layout designer (see the accepted file formats below).
- If you use the track changes feature in Word while putting the finishing touches on your manuscript, accept all changes before sending the file to the layout designer.

Figures, tables and images

Figures and tables are submitted as separate files in an editable format (for example, figures as Excel files that include a model image and the numbers in a separate table and tables as Word files). As the layout designer usually needs to redesign the figures to achieve print-quality resolution, it is important that the texts can be copied from the original files. The Arial Narrow font should be used in all figures and tables. Graphics content can also be submitted in a vector graphic format as an EPS or AI file.

Images must be submitted in TIFF or JPG formats. The minimum acceptable image resolution is 300 dpi (avoid screenshots and images that are captured online that generally do not print well). For illustrations, the acceptable resolution is 1,200 dpi. Images must be scanned and delivered to TUP preferably in their final size. TUP will agree with you on the size of the book before the materials are submitted. The layout designer will be consulted before deciding on the preferred image size.

Schedule for layout design

After a manuscript has been sent to the layout designer, major changes can no longer be made to the text. Designing the layout will take about 2–4 weeks, but longer if the text has not been carefully polished and proof-read in advance. Designing the layout of a book with a large number of tables and figures will take longer than a book that mostly contains only text.

The authors/editors of the book are entitled and obligated to check the final version before publishing. At this stage, it is only possible to correct typos or other minor errors. The corrections should not affect the pagination of the book. When checking the proof, pay special attention to the tables and figures, special characters, hyphenation, paragraph breaks and possible in-text citations.

Accessibility

In addition to a wide range of other document types, the EU Web Accessibility Directive also applies to eBooks. As the majority of the accessibility requirements are technical in nature, the necessary adjustments will be made at the layout design stage.

However, authors and editors are responsible for providing [alternative text descriptions](#) (alt text) for all images and charts that convey the meaning of content that is displayed visually. The alternative text descriptions are submitted in a separate file alongside the final version of the manuscript. Please contact Tampere University Press with questions about writing alternative text.

6. Publishing and marketing

Information required before publishing a book

Before your book is published, you need to provide a compact abstract in English. If you wish, you can also add keywords and a draft version of a news release.

Marketing a publication

You can increase the visibility of your book by sharing news about your book with your network of contacts (such as colleagues and media contacts) and on social media and, of course, by organising a book launch event.

Please tag **@TUP_UniPress** in your tweets about the book project so we can retweet.

7. Recommended reading

Finnish National Board on Research Integrity TENK: [Responsible conduct of research and procedures for handling allegations of misconduct in Finland. Guidelines of the Finnish Advisory Board on Research Integrity 2012 \(PDF\)](#)

Finnish National Board on Research Integrity TENK: [The ethical principles of research with human participants and ethical review in the human sciences in Finland. Finnish National Board on Research Integrity TENK guidelines 2019 \(PDF\)](#)

Kirsi, Miia (2020). [The European Accessibility Act and accessibility of e-books](#). Responsible Research – Guide to research integrity, research ethics and science communication in Finland.

Salmelin, Riitta (2019). [Self-plagiarism – how it can be avoided and why repeating yourself may also benefit research](#). Responsible Research – Guide to research integrity, research ethics and science communication in Finland.